

## University Housing Renewal (UHR) Wait List FAQ

**UHR** participants who did not have a housing assignment at the conclusion of the General Lottery, we have implemented this Wait List process to ensure that all students who want a university housing assignment will get one.

Please read the following information carefully, so that you are fully informed of what is happening with your housing application in the Wait List process.

### Q: Who may be on the UHR Wait List?

All undergraduate **UHR** participants with an active application who have either:

- *not been assigned* to housing during **UHR**, or
- have *not confirmed a contract* during **UHR**

may sign up for the Wait List.

**UHR** participants who have confirmed a contract, but wish to change their assignment, may *not* sign up for the Wait List, and should instead request *reassignment*.

### Q: What do I need to do?

To be included on the Wait List you must complete a **UHR** Wait List Contact Information sheet by 5pm on March 8. It is very important that we have accurate and legible contact information for you or we will not be able to offer you a space in housing. Please make sure to fill out the Wait List Contact Information sheet and turn it in as soon as possible. The Contact sheets are available at the Housing Services Office in PSX.

### Q: What about my lottery selection time?

The **UHR** lottery selection time you were given on February 10 will be used to determine your place on the Wait List. As spaces become available, assignments will be offered to students in the order their names appear on the Wait List.

### Q: How does the Wait List process work?

When we reach your number on the Wait List and a housing space becomes available, a Housing Representative will attempt to contact you at your USC e-mail address or the telephone number(s) indicated on the Wait List Contact information sheet to offer you a housing assignment

The housing offer will be for one specific space - unfortunately we cannot offer you a range of choices, nor can we call you back later with a different housing space. You must make your decision based on the space available when we contact you.

- The housing offer will be for an individual space - we cannot accommodate roommate requests in the Wait List process.
- You will have 24 hours to accept or decline the space.
- If you decide to accept the assignment, you should go log on to the housing portal at [housing.usc.edu/](http://housing.usc.edu/) to confirm the space.

Once you have been offered a space, your name will be removed from the Wait List, whether or not you confirm a contract.

**Q: What if I decline or don't respond to the offer?**

If you decline the space that has been offered to you, or if you fail to respond within the 24-hour time frame, your application will be cancelled and your name will be removed from the Wait List. If you would like your application reinstated in order to be considered for future openings, please inform the Housing Office in writing. We will contact you if we are able to offer you a housing assignment.

**Q: When will I get an assignment?**

We will begin to offer assignments to students on the Wait List in late March, after we have processed cancellation and reassignment requests from 2017-2018 housing contract holders. This process will continue throughout the remainder of this semester as well as into the summer months, if need be. **UHR** Wait List applicants will have priority over new transfer and continuing students applying for housing. As housing spaces open up, these spaces will be offered to those on the Wait List. *Only* after all Wait List applicants have had the opportunity to accept a space will transfer students and non-**UHR** continuing students be offered housing.

**Q: How long will this take?**

We will continue to offer spaces that become available to students remaining on the Wait List until we have exhausted the Wait List. In previous years, we have been able to provide housing to everyone on the Wait List by sometime in May.

**Q: Where will these new spaces come from?**

Spaces freed up by **UHR** contract holders who cancel their contracts by the March 3 and May 1 deadlines will be offered to those on the Wait List.

**Q: What if I want to cancel?**

If you would prefer to not be on the Wait List and would like to cancel your application, please fill out a cancellation form available on our website in the 'Forms' section of the 'Application & Assignment' menu as soon as possible. The sooner you let us know, the faster we will be able to move through the Wait List.

**Q: I've got a question about the Wait List that wasn't answered here. What do I do?**

Contact the central Housing office by phone at (213) 740-2546 or e-mail at [housing@usc.edu](mailto:housing@usc.edu) for more information.